



## CALIFORNIA PUBLIC UTILITIES COMMISSION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA PUBLIC UTILITIES COMMISSION	<b>RELEASE DATE:</b>	Thursday, June 13, 2013
<b>POSITION TITLE:</b>	CEA II - SENIOR ENERGY ADVISOR TO THE PRESIDENT, PUC	<b>FINAL FILING DATE:</b>	Friday, June 28, 2013
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	06132013_1

### POSITION DESCRIPTION

The Senior Energy Advisor will assist the President in handling energy matters before the Commission and will help the Chief of Staff with assigning proceedings and tasks to the President's other energy advisors. The Senior Energy Advisor will also handle meetings, correspondence, speech-writing, case management, and agenda matters on behalf of the Commissioner, with a high degree of responsibility.

The Senior Energy Advisor will, among other responsibilities:

- Track the energy-related proceedings assigned to the Commissioner's office and assist the Chief of Staff with assigning responsibility for management of energy proceedings and agenda items to the other energy advisors.
- Assign Commission agenda items to the other energy advisors.
- Review and, in consultation with the President, provide comments on draft resolutions from the Energy Division before they are mailed.
- Manage, review and analyze formal matters assigned to the Commissioner's office or associated with a Commission meeting agenda.
- Conduct or participate in meetings on the Commissioner's behalf.
- Review and respond to correspondence.
- Prepare speeches.
- Other duties as required to assist the Commissioner in carrying out his/her constitutional and statutory responsibilities.

The Senior Energy Advisor will perform these duties in compliance with the applicable law, including Bagley-Keene Open Meeting Act, and the Commission's Statement of Incompatible Activities.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

### **Or II**

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

### **Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and

review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

The candidate selected for the position should have:

- Experience in the public or private sector that includes conducting technical, economic, policy analysis of energy regulatory issues.
- Familiarity with electric utility procurement practices in both renewable and fossil-fuel resources.
- Knowledge of rate-making principals for electric utilities.
- Familiarity with applicable public utilities codes and policies and, in particular, be knowledgeable of the CPUC's Rules of Policy and Procedures as applicable to proceedings at the CPUC.
- High degree of initiative, independence, and sound judgment to manage complex issues in tight deadlines.
- Excellent written and verbal communication skills.
- Experience in representing a division or agency in meetings with the public, elected officials, including the Governor's office and other state agencies.
- Ability to work cooperatively with a multi-disciplinary staff of professionals, technical experts, and support staff.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their

examination results. The result of this examination will be used only to fill the position of **CEA II - SENIOR ENERGY ADVISOR TO THE PRESIDENT, PUC**, with the **CALIFORNIA PUBLIC UTILITIES COMMISSION**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination process will consist of a Statement of Qualifications weighted 100%. In order to obtain a position on the eligible list, a candidate must attain a minimum rating 70%. Candidates will be notified in writing (by email) of his/her examination results. Once the list is established, a hiring interview may be scheduled for candidates who are eligible. The eligibility list resulting from this examination will be used only to fill this position. Results from this examination will not be used to fill any other CEA positions or future vacancies for this position.

## **FILING INSTRUCTIONS**

Interested applicants must apply online at: <http://www.cpuc.ca.gov/PUC/jobs/>

The SOQ must be in 12 pt. Times New Roman font and not to exceed three (3) typewritten pages. Beyond the page limit and font size stated above, the format and organization of the information presented in the SOQ is at the discretion of the candidate. The content of the SOQ should provide the reviewers with detailed knowledge, skills and experience including specific examples for each of the bullets under Desired Experience and Qualifications keeping in mind the duties and responsibilities in order to demonstrate the candidate's ability to serve as the Senior Energy Advisor. Each candidate's SOQ will be rated on knowledge, skills and experience as well as written communication skills using standardized rating criteria to select the most qualified candidate for the position.

Please observe the page limit. If a candidate's SOQ exceeds the three-page limit, only the first three pages will be evaluated. Applicants who do not submit a completed SOQ with their application will not be given further consideration.

If you have a disability and need special testing arrangements, mark the appropriate box on Question 2 of the "Examination and/or Employment Application (STD 678)." You will be contacted in advance of the examination to make specific arrangements that are convenient to you.

Questions concerning this position should be directed to Carol Brown, Chief of Staff, at 415-703-2971 or e-mail at [carol.brown@cpuc.ca.gov](mailto:carol.brown@cpuc.ca.gov).

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three (3) pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

CALIFORNIA PUBLIC UTILITIES COMMISSION, HUMAN RESOURCES TESTING UNIT  
ONLINE EMPLOYMENT CENTER, WEBSITE, - -

- - | (800) 555-7809 | <http://www.cpuc.ca.gov/PUC/jobs>

### **ADDITIONAL INFORMATION**

Interested applicants must apply online at: <http://www.cpuc.ca.gov/PUC/jobs/>

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### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PUBLIC UTILITIES COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)